



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

JANUARY 2016

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Performance Measures

Police Calls and Service Times

Month	2013	2014	2015	2016	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2596	2894	2571	2673	2:11 Minutes	9 = 1:30	5 = 2:30	16 = 1:46
February	2399	2714	2422					
March	3117	2885	2714					
April	2931	3005	2808					
May	3145	3197	2961					
June	3051	3161	3059					
July	3176	3515	3076					
August	2995	3280	3064					
September	3342	3129	2892					
October	3269	3158	2805					
November	3472	2763	2871					
December	2670	2551	2512					
Totals	36252	36252	33,755	2673				
Avg Per Day	99.5 cfs	98.5 cfs	92.4 cfs	86.2 cfs				

Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg- Res	Burg-Com	Larceny	MV Theft	Total
Jan 16	1	0	3	4	10	12	4	38	1	73
Jan 15	0	1	3	0	5	8	3	53	2	75
Diff +/-	+1	-1	0	+4	+5	+4	+1	-15	-1	-2
Diff % +/-	+100.00%	-100.00%	0.00%	+100.00%	100.00%	+33.33%	+25.00%	-28.30%	-50.00%	-2.67%
				Monthly	Total				Monthly	Total
	Violent Crime Diff +/-			+9	+200.00%	Property Crime Diff +/-			-11	-16.67%

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- 2015 paving total – 2.91 miles

Diversion Rate of Solid Waste from Disposal at a Landfill

- January diversion rate – 37.4%
- 12-month (February 2015 – January 2016) diversion rate – 42.3%

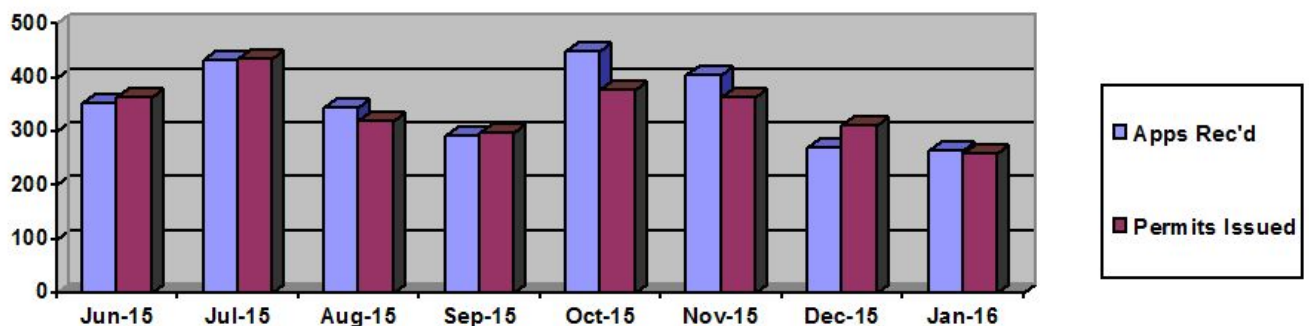
Water Quality Testing Results

- There were no water quality issues with the January 2016 water samples.
- There were no water quality issues with water samples taken in 2015.

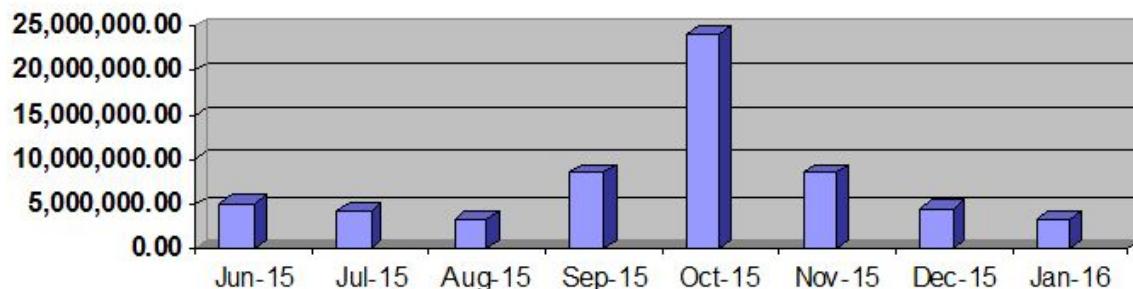
Permits

263 permit applications were received.

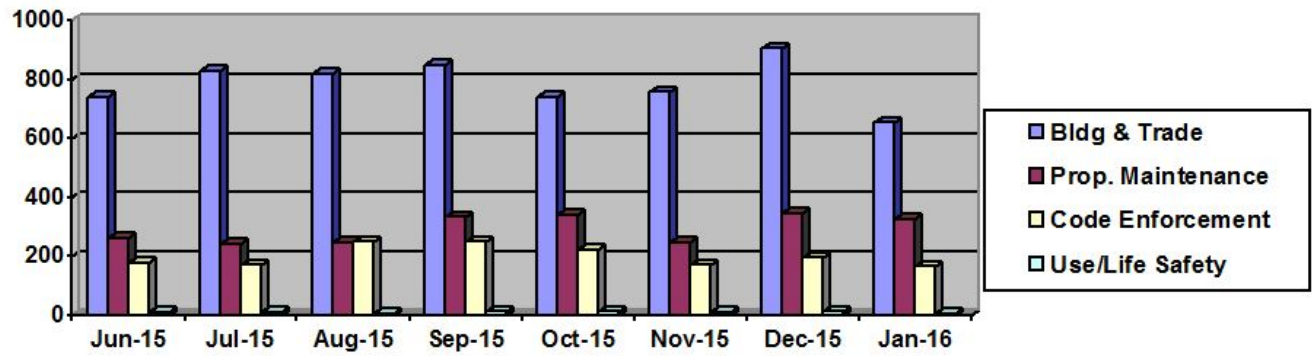
260 permits were issued.



Value of Private Construction - \$3,350,790.50.

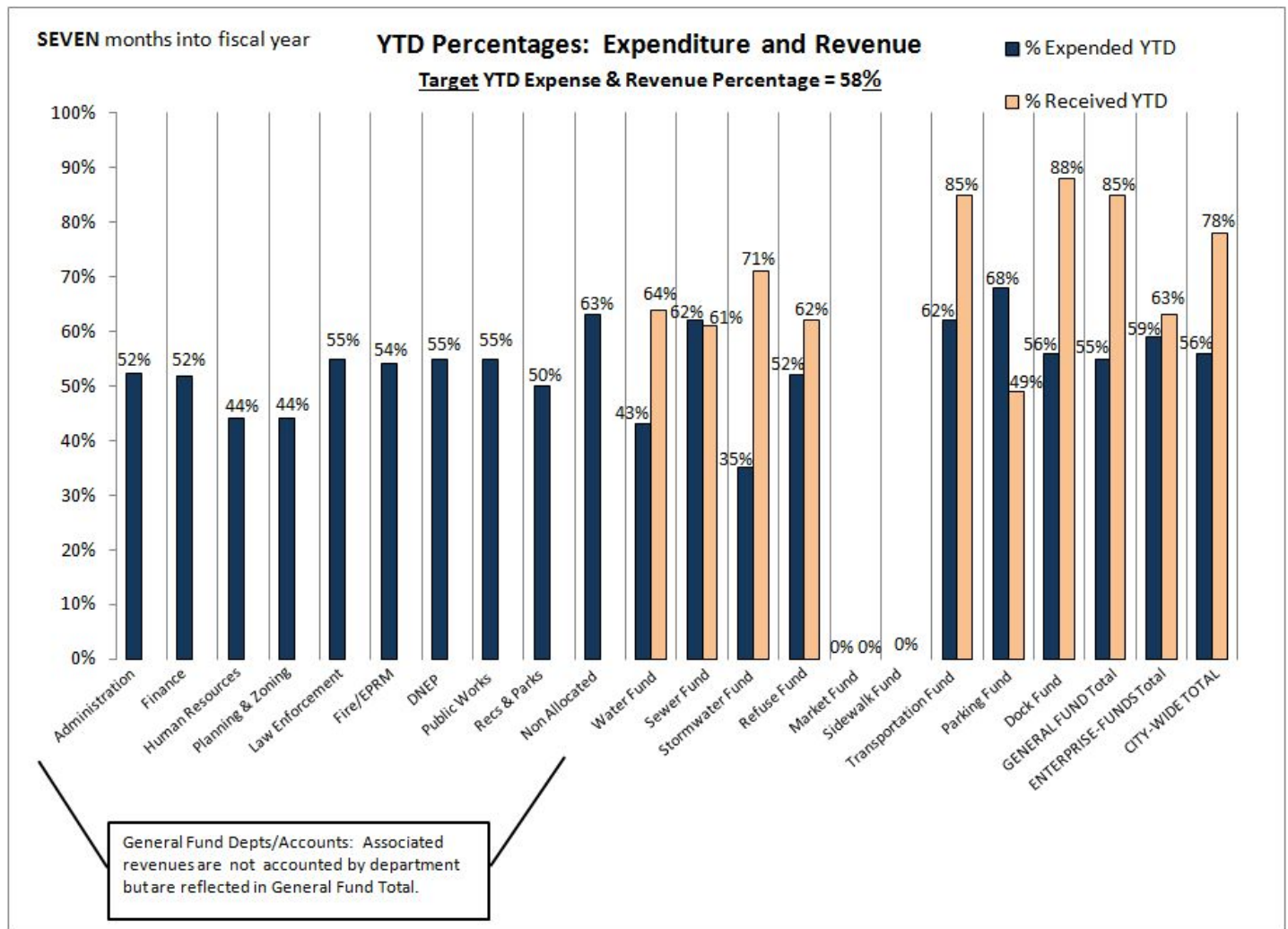


Private Construction Inspection Performed



654 Building and Trade Inspections
325 Property Maintenance Inspections
166 Code Enforcement Inspections
4 Use/Life Safety Inspections

Budget Status



Central Purchasing

Current Procurements

RFP 15-11 – Integrated Parking Operations and Management Services

- Awarded to SP+ Municipal Services. Contract in process.

RFP 15-18 – Historic Preservation Consultants

- 16 Firms awarded contracts. Contracts in process.

RFP 15-22 – APD Firing Range Ventilation System Replacement

- 3 Proposals received. Award on hold pending additional funding.

RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill

- 2 Proposals received. Review in progress. Award on hold.

RFP 16-06 – Energy Performance Contracting

- 2 Proposals received. Award on hold pending funding.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- 2 proposals received. Review in progress.

RFP 16-10 – Legal Services – Police and Fire Retirement Commission

- 4 Proposals received. Review in progress.

RFP 16-16 – Design Services – PMRC Ball Field Renovations

- 3 Proposals received. Review in progress.

RFP 16-17 – Modifications to Five Water Tanks

- Proposals due 2/25.

IFB 16-18 – Mooring Maintenance

- Bids due 2/23.

Completed Procurements**RFP 14-14 DPW Maintenance Facilities – Design/Build Services**

- Awarded to Gardiner & Gardiner. Design/Build contract in process.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Lease approved. Project scheduled for October 2016 completion.

IFB 15-17 – Annapolis Dam Repairs

- Awarded to M2 Construction. Project scheduled for February 2016 completion.

RFP 15-20 – Eastport Traffic Study

- Awarded to Sabra Wang & Associates. Study scheduled for March 2016 completion.

RFP 15-21 – APD Indoor Firing Range Replacement

- Awarded to Target Worx. Project scheduled for March 2016 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study scheduled for June 2016 completion.

IFB 15-27 – Second Street Pump Station Repairs

- Awarded to JJID. Project scheduled for April 2016 completion.

IFB 15-28 – City Dock Bulkhead Replacement – Construction Services

- Awarded to Cianbro Corporation. Project scheduled for April 2016 completion.

RFP 16-03 – City Hall HVAC Replacement – Design/Build Services

- Awarded to BPI Mechanical, Inc. Project scheduled for April 2016 completion.

IFB 16-05 – Wayfinding Sign Fabrication

- Awarded to Gelberg Signs. Project scheduled for May 2016 completion.

IFP 16-07 – Helix Mooring Installation

- Awarded to Murtech, Inc. Project scheduled for May 2016 completion.

Services – Stanton RFP 16-11 – Construction Center Door Replacement

- Awarded to JAK Construction Co., Inc. Project scheduled for April 2016 completion.

Pending Procurements

IFB 16-15 – Unleaded Gasoline and Diesel Fuel

- Draft in progress. Anticipated release in Feb/March.

RFP 16-20 Truxtun Park Pool Management Services

- Draft in progress. Anticipated release in Feb/March.

Capital Projects

Pump Station Replacement /Rehabilitation

Second St. Pump Replacement – Work to date includes sewer bypass and wet well cleaning and inspection.

Sewer Rehabilitation /Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation – Finalizing contract for upcoming CIPP Rehabilitation work. USNA Flowmeter – Meeting scheduled with USNA to discuss the assessment findings in the submitted flow meter final plan. Buried Asset Evaluation – Work continues to finalize plans for buried asset management, additional condition assessment, and rehabilitation/replacement of water and sewer infrastructure. Water Meter Purchase – Radio read meters continue to be purchased and installed.

Water Tank Rehabilitation

The project advertisement for bids for general water tank upgrades has been initiated.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Project work and related activities this month included concrete work for the 131 slab, rapid mix slab, and chemical building footers, masonry work, raw water piping, electrical duct bank and drain installation

Dam Repair at Waterworks Park

Shotcrete installation for Phase 2 and 3 sections of the dam was completed. A weir notch was cut into the spillway, and cast-in-place concrete was installed to create a finished surface. The spillway was abrasively

demolished, guide wires were set and shotcrete was installed on the vertical face to within 2 feet of the horizontal base. Cast-in-place concrete was installed at the base. The weir gate with actuator was installed and City personnel received training on its use. The overflow channel base had 5" of cast in place concrete placed. Following a 7-day cure, the overflow channel walls were systematically demolished in sections, forms were set and cast-in-place concrete was installed to form the bench and walls of the channel. The project has been completed. This is the last report for this project.

City Dock Bulkhead Replacement, Phase 2

Driving of the sheet piles began on Monday, November 9. Cianbro has been working on Saturdays to stay ahead of the schedule. Work has continued on sheet pile driving to grade. Some resistance has been encountered as piles were driven the final 15 feet or so. The sheet piles possibly encountered a clay layer.

City Hall Restoration

BGE gas connection was completed on January 22 and the new boilers were put into operation. BPI Mechanical is working with WGM Architects on the design for the new air conditioning system.

Maintenance Facilities

The decision was made to move forward with constructing the new DPW Maintenance Facility at 935 Spa Road. The design-build solicitation was completed in 2014; contract negotiations were completed in January.

Landfill Gas Mitigation

DPW is resuming negotiations with MDE on the Draft Consent Order so that a clear course of action can be determined for the site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management Retrofit

Surveying has been completed and design has begun for the storm drain system improvements at the eastern end of Prince George Street. Stormwater issues at other locations have been identified and inspected in the field, and are being evaluated for potential solutions.

Main Street Reconstruction

An inventory of buildings with sprinkler system connections indicates that approximately 51 buildings do not have sprinkler connections. The estimated cost to install connections for these 51 locations as part of the Main Street project is in excess of \$1,000,000.

Cornhill Street Sidewalks

A cost proposal was obtained from RK&K to provide design service. Award of the design service contract is expected to occur during February 2016, and construction is estimated to start in January 2017.

Personnel Update

New Hires

Finance: Contract Associate I

Police: Police Communications Operator I (2)

Recreation & Parks: Rec Temp (2)

Promotions/Internal Vacancies Filled

Police: Lieutenant & PCO II

Public Works: Equipment Operator I

Law Office Report

Open Litigation

Case Name	Dept	Comments
Moe's Southwest Grill PJR A.A. Circuit Court Case No. C-2013-178391 (L39-13)	BOA	Court of Special Appeals affirmed Circuit Court decision, which affirmed BOA approval of special exception for Chipotle Mexican Grill at 36 Market Space; Petition for Writ of Certiorari filed in Court of Appeals; Writ of Certiorari granted; oral arguments heard
City of Annapolis v. SPAW, LLC (Municipal Infractions) A.A. District Court Case No. 3z36100886, 5z36100888	HPC	Court granted summary judgment in favor of City; Defendant filed a Motion for New Trial or to Alter or Amend Judgment; Motion denied; Defendant filed a Motion to Stay Execution of Judgment; City filed a response. The Stay was granted. Petitioner filed Writ of Certiorari to the Court of Appeals; City filed a Response; decision pending
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Memoranda filed; oral argument 10/5/15; decision pending
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
City v. Groblewski A.A. District Court Case No. CV-15-003794	AFD	Trial postponed; awaiting notice of new trial date

Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision, but Petitioners appealed to Court of Special Appeals; briefs and oral arguments pending
Cecelia Brown v. COA A.A. District Court Case No. CV-15-004927 (L59-15)	PW	Complaint and Answer filed; City and State settled with Plaintiff, each paying \$4,000. CLOSED.
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; answers filed; trial postponed; new trial date pending
Cully v. COA A.A. District Court Case No. CV-15-009102 (L80-15)	PW	Complaint and answer filed; trial postponed at Plaintiff's request, to be re-set
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (+77)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Carroll v. Pristoop, et al. A.A. District Court Case No. CV-15-009826	APD	Complaint and answer filed; discovery ongoing; trial date postponed at Plaintiff's request, to be re-set
Armstead v. COA, et al. A.A. Circuit Court Case No. C-02-CV-2534	APD	Complaint filed; Motion(s) to Dismiss filed; oral arguments heard; decision pending
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs/oral argument pending
White and Bouie v. COA U.S. District Court of Maryland Case No. 1:14-CV-00424	APD	Appeal to 4 th Circuit Court of Appeals of the decision of U.S. District Court granting summary judgment in favor of the COA; Briefs filed
Spearman Appeal	APD	Appeal to 4 th Circuit Court of Appeals of the decision of U.S. District Court granting summary judgment in favor of the COA; Briefs filed
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; briefs and oral arguments pending
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931	DOT	Complaint and answer filed; discovery ongoing
Ross v. COA, et al. A.A. Circuit Court Case No. C-02-CV-15-000827	PW	Appeal to the Court of Special Appeals of a decision granting the City's Motion to Dismiss; briefs and oral argument pending
Crosier/State Farm v. COA A.A. District Court Case No. D-07-CV-15-012687	PW	Complaint filed; Answer filed
Hollander – PJR A.A. Circuit Court Case No. C-02-CV-15-004109	P&Z	Complaint filed; Memorandum of Law and oral arguments pending
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-	APD	Complaint filed

MCCR / EEOC Cases:		
Thomas v. COA	APD	Claim filed; answer filed; fact-finding conference 1/28/16; decision pending
Martinez v. COA	APD	Claim filed; answer filed; fact-finding conference 12/16/15; claim withdrawn. CLOSED.
Administrative Hearings:		
(none currently)		
Workers' Compensation Appeals to Circuit Court:		
Imhof v. City		Trial date set for 6/11/15, however, Judge Manck granted Claimant's motion to remand. Waiting on Order and will discuss further action upon receipt of same; DA will follow up with CA regarding same.
Disability Retirement Review Board Appeals:		
Thomas v. City	AFD	Hearing occurred 11/24/15 and 1/12/16; to be completed on 3/9/16
Union Grievances:		
(none currently)		

Adopted Legislation

Adopted on 1/11/16:

O-41-15 A Comprehensive Zoning District Map Amendment and Technical Update - For the purpose of updating the City's Zoning Map; and matters generally relating to technical corrections of the Zoning Map.

O-52-15 Police and Fire Retirement Plan Commission - For the purpose of authorizing the City Manager to serve as the Mayor's designated representative on the Police and Fire Retirement Plan Commission.

O-53-15 City Council Consent Calendar - For the purpose of amending the Rules of Procedure to permit certain agenda items to be voted upon as a single group under a Consent Calendar category of the City Council Meeting Agenda.

- 6 - Fully Executed Legislation
- 2 – Fully Executed Contracts/Agreements
- 2- Requests for information Alderpersons/ Administration
- 11- Special Event Application Reviewed
- 5- Attests to Documents, Information
- 2- Notification Acting Mayor
- 2- Draft City Council Meeting Minutes
- 2- Draft Board of Supervisors of Elections Meeting Minutes
- 2- Agenda Posting – City Council Meetings
- 2- Agenda Posting – Board of Supervisors of Elections
- 1- Agenda Posting – City Council Work Session

Alcoholic Beverage Control Board

DISCIPLINARY HEARING

- **RUTH CHRIS (continued)**

Infraction Citation No. 1949, Sales to underaged persons

BUSINESS AND MISCELLANEOUS

- **LUPITA'S** - Substitution of officer

Brenda Escobar to replace Wilfredis Quintanilla

- **FOREST DRIVE LIQUORS** - Substitution of officer

Steven Choi to replace Richard Caviness

- **RAMS HEAD TAVERN** – Special Event, Thursday March 17, 2016

Request for a Temporary Extension of Premises of Rams Head Tavern on Thursday March 17, 2016 during normal business hours for St. Patrick's Day.

- **JOSS CAFÉ AND SUSHI BAR** - Substitution of officer

Jane Jiau to become qualifying officer, Removing Camilla Schwarz

- **ANNAPOLIS YACHT CLUB** – Decisions relating to Temporary Operations

SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN JANUARY = 6

Board of Supervisors of Election

- Updating Election Working Deadline Calendar – DRAFT underway
- Election Pamphlet – Recommended by Mayor Pantelides' Transition Team on Boards & Commissions.
- Creation of Position Checklist – underway

Public Safety Update

Fire Department

Monthly News/New Projects

The Department responded to 896 calls for service this month and a total of 896 calls for 2016 with the following breakdown:

- EMS - 674 or 75%
- Fire – 140 or 16%
- Service – 67 or 7%
- Rescue – 6 or 1%
- Hazmat – 9 or 1%

Notable Incidents – January highlights:

1/3/16 - Shooting - 1130 Madison Street
1/3/16 - Dwelling Fire - 1009 Tiber Creek Drive
1/5/16 - Apartment Fire - 8 Bricin Street
1/5/16 - Suspicious Package - Assist County
1/7/16 - Assist Police- 1135 Madison Street
1/9/16 - Dwelling Fire - 807 Bay Ridge Avenue
1/9/16 - Dwelling Fire - 915 Jackson Street
1/10/16 - Pedestrian Struck - Forest @ Tyler Avenue
1/12/16 - Chimney Fire - 716 Melrose Street
1/11/16 - Bomb Threat - 200 Janwall Street
1/11/16 - Bomb Threats - assist Queen Anne's County
1/13/16 - Multi-vehicle accident - Forest @ Crows Nest Court
1/16/16 - Smoke Detector Program partnered with American Red Cross
1/21/16 - Boat Fire - 409 Chester Avenue
1/23/16 - 2016 Blizzard Operations, EOC activated
1/29/16 - Stabbing - 524 Annapolitan Lane - Serious Injury
1/30/16 - Shooting - 713 Newtowne Drive - Serious Injury

- The Department is conducting Autism Awareness training.

- The Department operated very well during the Winter Blizzard Jonas, we had no injuries, very few response problems and only one minor vehicle accident. The EOC was staffed with mostly Fire Department personnel during the storm.
- The Department, including the Honor Guard participated in the MLK Parade.
- The Department purchased small CO monitors that will be carried on First Aid Equipment (oxygen bag) to alert responders when they enter a possible CO enriched environment during a medical response.
- The EMS Division provided First Aid training for the 2nd Baptist Church.
- Completed 97 new fire safety building inspections and 24 re-inspections (includes inspections conducted by station personnel).
- Our personnel installed 25 smoke detectors and 9 CO alarms and conducted 4 public education events.
- Training hours completed – 1679
- ISO rating – Class 2
- The Fire & Explosive Services Unit responded to 5 Explosive Services Requests, 11 K-9 requests, 11 assist police calls, investigated 5 fires and completed 0 fire safety inspections.
- The Bomb Squad assisted the Annapolis Police Department on a Barricade situation and used our Andros Robot to locate two suspects inside of an apartment.
- The Bomb Squad received a Carbon Fire Disruptor which was purchased with UASI monies. This destroys suspicious packages to render them safe.
- Investigator Brooks completed Advanced Explosive Disposal Techniques training.
- The Department teamed up with the American Red Cross to conduct Smoke Detector Inspections throughout the City. The Mayor & County Executive also participated in the event. Funding for the smoke detectors was donated by Chaney Enterprises.
- Chief Stokes and staff worked on FY17 Budget.
- Chief Stokes was appointed to Fire/Police Pension committee.
- Chief Stokes attended IBB Meeting.
- The Department conducted annual SCBA (breathing Apparatus) flow testing and facepiece (Mask) fit testing.
- Chief Stokes attended one meeting of the Capital Working Committee.
- The Department responded to another fire in a dwelling that started in a Christmas Tree (Jackson Street Eastport).
- Worked with Finance and DNEP to better track Plan Review and Inspection fees in order to present a more accurate Program Budget.
- The Department conducted a Post Incident Analysis (PIA) of Annapolis Yacht Club Fire – Retired AACOFD Deputy Chief John Scholz served as the moderator. Alderwoman Finlayson, Chair of the Public Safety Committee attended.
- The Department was well prepared and performed extremely well during the Blizzard.
- The Fire Marshal met with the City Attorney regarding updating the City Fire Code.
- The Fire Marshal's Office conducted CO/Space Heater safety message.
- This month's Fire Prevention Message – "Have An Escape Plan"
- The Department presented our annual 2016 Goals to City Manager Andrews and the Public Safety Committee.
- The Department started Chain Saw & other gasoline power tools safety training presented by a training representative from Sthil Power Tools.

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00)
- For the month of January the Department used 574 hours of overtime at a cost of \$31,685.78 this represents a usage of 7.37% of our total annual budget available for overtime. Our YTD overtime expenditures are \$228,276.53 or 53.09% of our annual OT budget.
- We currently have three (3) personnel on long term disability and four (4) vacancies.
- Received \$14,500 grant from MIEMSS to assist with the purchase of a cardiac monitor- Grant approved by Finance and monitor is on order.
- On 1/13/16 the Department submitted our request to the Federal Assistance to Firefighters Grant for fire department radios.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- Testify at Legislative Hearing for OEM bill.
- Meeting with County regarding the City staffing a medic unit at Station 8.
- Attend Maryland Fire Chiefs Association 4th Annual Legislative Reception on 2/4/16 at Miller Office Conference Center.

Emergency Management

Incidents and Events

- **January 10, 2016 – Coastal Flooding Warning**
 - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about a Coastal Flood Warning that raised the potential of some minor to moderate flooding downtown.
- **January 13, 2016 – Forest Drive Closure**
 - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about an accident that cause the closure and detour of Forest Drive.
- **January 17, 2016 – Frigid Temperatures**
 - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about temperatures that were expected to drop into the teens, with high winds causing extremely low wind chills.
- **January 18, 2016 – MLK Jr. Day Parade**
 - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about the Martin Luther King Jr. Day Parade that took place at noon, with temperatures that dropped into the low 20s. OEM and ADOT coordinated and managed

warming buses along the parade route and a shuttle to move attendees from City Dock to various points in the City.

- **January 22-24, 2016- Winter Storm Jonas**

- The City of Annapolis received approximately 29 inches of snow on Friday, January 22, and Saturday, January 23. OEM activated the Emergency Operations Center beginning at 3:00 p.m. on the 22nd at a Level 3 activation. The EOC remained activated at a partial or Level 2 status through January 29th. The Annapolis Call Center was activated on a 24 hour basis from January 22 through the 29th. Emergency Management facilitated an Operational Briefing on January 21st in the Emergency Operations Center.
- The Office of Emergency Management and the Emergency Operations Center coordinated storm response activities and resources. OEM participated in daily conference calls with the National Weather Service, Maryland Emergency Management Agency (MEMA), City leadership, and Department Directors.
- OEM also arranged for the opening of the Stanton Center throughout the storm and checked on the status of vulnerable populations.
- Beginning at 0700 hours on Saturday, January 23rd, the Governor declared a State of Emergency for the State of Maryland. The Mayor declared a local State of Emergency, also beginning at 0700 hours on Saturday, January 23rd. Both States of Emergency have since been rescinded.
- OEM requested National Guard Units with high clearance vehicles to support operations in the City. The National Guard provided the City with 3 Humvees, with 2 guardsmen each (6 total). The National Guard supported Police, Fire and Public Works, transported key officials and those with essential positions in the community and transported residents (ie. dialysis appointments etc).
- OEM sent 13 Emergency Management Alert to inform key officials, employees, and surrounding partners about the snowstorm.
- OEM has held initial meetings with the Maryland Emergency Management Agency (MEMA) and City departments regarding reimbursement for resources used in the response and recovery to the Storm. Annapolis and Anne Arundel County have met the thresholds necessary to apply for reimbursement. OEM will submit a Preliminary Damage Assessment to MEMA on Tuesday, February 2.

Planning

- OEM staff joined City leadership to meet with the Anne Arundel County delegation of the General Assembly on January 22nd in order to encourage support for the inclusion of Annapolis in the Maryland Emergency Management Assistance Compact (MEMAC), which allows jurisdictions to request and receive mutual aid from first responders.
- The contractor for the Alternate Emergency Operations Center has completed work on the facility. The new equipment will be tested and a protocol will be adopted to govern its use. OEM and specified Fire personnel will be trained on the new capabilities of the Alt. EOC.
- On January 15th, OEM Staff met with representatives from W&P Nautical, LLC to begin the process of creating a personalized Emergency Action Plan and presentation for their 60 tenants.
- OEM Staff updated the Emergency Operations plan by holding Annex Revision Meetings for Direction and Control, and Emergency Operations Center. Departmental representatives from Anne Arundel

County, City of Annapolis, and other local partners gathered to discuss and update written operational procedures for large scale emergencies and disasters.

- OEM has continued to review and edit the Annapolis Point of Distribution Plan to incorporate an update and new information based on last fall's Drive Through Flu Clinic at Navy Stadium.
- OEM staff attended the Baltimore UASI Recovery Committee on January 14th to take part in the Regional Recovery Plan Working Group.
- OEM staff met with Police communications on January 8th to discuss interoperability options. OEM staff is preparing a Cost/Benefit Analysis in anticipation of a system and hardware upgrade for the City's current 700 MHz system.
- OEM staff attended the January 13th meeting of the Maryland Community Rating System Users Group in La Plata.
- OEM staff attended the Licensed Facilities Working Group on January 13th to discuss planned activities to reach out to the Anne Arundel County Nursing Homes and Assisted Living Facilities.
- OEM staff has continued to review and edit the Continuity of Government Plan for the City of Annapolis.
- On January 28th, OEM staff took part in a conference call with MEMA to better understand the steps that will need to be taken for reimbursement from FEMA following Winter Storm Jonas.
- On January 29th, OEM Staff met with City Department representatives to help them better understand the reimbursement process with FEMA and what action items are expected.
- OEM is awaiting the decision from the Federal Emergency Management Agency in regards to a request for reconsideration concerning the denial of the Flood Mitigation Project grant application under the Pre-Disaster Mitigation program.

Training/Exercise

- OEM is continuing to draft the After Action Report on the Drive Through Flu Clinic. Due to the delay with the Winter Storm this month, it is now expected to be released in February.
- OEM attended a meeting at St. John's College with AFD, APD, Capitol Police and St. John's college to discuss the details of a Full Scale Active Shooter Exercise that will occur in the Spring of 2016.
- OEM participated in a conference call with MEMA to discuss the capabilities of putting together the Web Fusion Board in WebEOC for Anne Arundel Medical Center and other surrounding hospitals. This was requested by the Region III Health and Medical Coalition. OEM will work with MIT to ensure this board is functional.
- OEM staff began working on a protocol to provide CodeRED communication to firefighters in an emergency in the event the Fire Department requests notification support during a major incident.
- OEM staff attended a training seminar for supervisors on January 14.

Outreach

- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,028 as of January 29th.
- OEM has increased its Twitter followers to 973.
- OEM has increased its Facebook 'likes' to 1,490.

Grants Management

OEM continues to encumber funds in the FY 2014 & FY 2015 Urban Area Security Initiative (UASI) and State Homeland Security Grant Programs, as well as the FY 2015 Emergency Management Performance Grant (EMPG)

January	
UASI FY 2014 Bomb Squad	\$5,540.00
TOTAL UASI FY 2014	\$5,540.00
UASI FY 2015 Bomb Squad	\$59,732.63
UASI FY 2015 LETPA	\$3,990.00
	\$5,291.04
TOTAL UASI FY 2015	\$69,013.67
TOTAL January Grant Expenditures	\$74,553.67

Police Department Personnel

	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/M	Total
Sworn Personnel	25	2	9	65	4	1	1	2	109
	22.94%	1.83%	8.26%	59.63%	3.67%	0.92%	0.92%	1.83%	100.00%
Part-Time Personnel	6	4	3	2	0	0	0	0	15

	40.00%	26.67%	20.00%	13.33%	0.00%	0.00%	0.00%	0.00%	100.00%
Full-Time Personnel	1	6	13	10	1	1	0	0	32
	3.13%	18.75%	40.63%	31.25%	3.13%	3.13%	0.00%	0.00%	100.00%
									156

Currently there are 11 sworn members who are on medical or light duty due to medical or administrative issues.

Community Services Section: January 2016

C-SAFE	Total	N.W. / Victim Services	Total
HEAT meetings	1	Meetings Attended	17
DJS Checks	1	Training Conducted	3
Parole/ Probation Check	1	Surveys	
Hispanic Liaison	Total	Residential	1
Translator Contacts	25	Commercial	0
Number of Contacts	35	Contacts Made	5
Court Assistance	0	McGruff Appearances / Requests	
Officer Activity	Total	Block Watch Training	
Calls for Service	23	HACA/ Other Requests	
Reports	3	Watch Your Car	Total
Foot Patrol Hours	12	Citizen Contacts	13
Business Checks	47	Vehicles Registered	0
Bank Checks	2	Vehicle Registration Forms Out	10
Traffic Stops		Scooter Registered	0
Traffic Citations		Scooter Registration Forms Out	0
Traffic Warning		Meetings Attended	0
ERO		TFA Initiative Letters Sent	10
FIR		Schools Visited	Total
Warrant Attempts	2	Annapolis HS	10
CDS Arrests		Annapolis MS/ Bates MS	12

Juvenile Citations		Phoenix Center/ Adams Academy	2
Warrant Arrests		Tyler Heights	1
On View Arrests		Mills Parole	1
Traffic Arrests		Explorers	Total
Summons	2	Current Explorers	16
Emergency Evaluations		Interested Explorers	0
		Post Meetings	3
		Community Events Attended	0

Notes:

Community Complaints:

- Parking complaint on Rose Court, referred to parking enforcement
- Parking complaint on 5th Street – CS handled
- Complaint on reserved handicap spot on Chester Av referred to parking enforcement
- Ongoing dispute between resident at Bates Heritage Complex and staff member, referred to conflict mediation
- Concerns about ex-employee at Main Ingredient, report taken, frequent checks requested

JOINS:

Officer Smikle reviewed six reports involving eight juveniles during this period. Of these cases zero met the JOINS criteria. There are currently zero youth in the program and none completed the program in December. She conducted six home visits and three school visits.

Hispanic Liaison:

Mr. Hudson has been assisting CID with multiple investigations. Mr. Hudson met with school security, Doyle Batton, and Annapolis cluster supervisor, Chris Truffer, to discuss potential gang problems at the Annapolis middle schools. He also met with Bates Middle School teachers at their in service and provided a gang lesson to 5th graders at Tyler Heights Elementary.

ALERT Grant:

Mrs. Hartlove assisted with the Navy Basketball game this month. She also conducted one residential security survey and contacted four more interested residents. She went out and conducted vehicle checks for unlocked cars on three days in January.

Explorers POST 199:

The Annapolis Police Explorers had three meetings in January. We were mostly preparing for the Gala that had to be rescheduled. We will continue to work towards making the 1st (and hopefully annual) Gala a success. We have received a lot of outside support from businesses in the form of in-kind donations and sponsorships. Since we had to push back the date we are trying to raise more money in sponsorships.

Community Services Section attended the following meetings/events:

- Annapolis Kids Club lunch and Navy basketball game
- CSAFE/ HEAT Team (1)
- Explorers Meeting/ Training/ Events (3)
- UASI PIO Meeting
- Homeless Point in Time Count Meeting
- Auxiliary Recruitment Demo
- Annapolis Overlook Meeting
- Lateral Police Interviews
- Eastport Meeting (Eastport Fire Hall)
- Annapolis Homeless Meeting
- Eastport Civic Association Meeting
- Heritage Park Meeting
- Bates MS teacher inservice
- Community Action Agency board meeting
- Meeting about gang problems at Annapolis middle schools
- Boys and Girls Club Meeting

Upcoming Events:

- Explorers
- UASI PIO Meeting
- Most Wanted (2)
- HEAT Meeting
- Homeless Coalition Meeting
- Neighborhood Safety Meeting
- Hunt Meadow Meeting
- Annapolis Gardens Meeting

Education and Training:

- We have 5 officers who remain on probationary status that are evaluated on a monthly basis.
- Recruit William Noel is doing well in the academy.
- 2 recruits will start the Anne Arundel County academy at the end of February 2016.

Recruitment:

- Off. Parker currently has approximately 14 lateral applicants in the process. Four are in the process of the background investigation. Seven are awaiting their oral interviews.

- Two Police Communication Operators were hired in January. PCO I Jim Duff and PCO I Jason Dabolish. PCO I James McGill resigned and was hired as an entry level Police Officer. He is scheduled to attend the Anne Arundel County Police Department on February 25, 2016
- One Crossing Guard application is in the process.

Special Events

JANUARY MEETINGS AND EVENTS 2016				
Date	Event / Meeting	Location	# Officers	Costs
01-01	New Years Run	Downtown		
01-13	Climate Control Rally	Lawyers Mall		
01-18	MLK Parade	West St	18 Officers	\$2,814.09
01-19	Navy Lacrosse Meeting	NAAA Stadium	Gibbs	
01-31	Flash Mob	Campbell Park		
Total				\$2,814.09

Notable Events

Handgun - 1/3/16 16-0029 54 Clay St.
 Synopsis - A Sig Sauer 9mm w/ 15 rounds was located on the suspect who is a convicted felon.

Shooting - 1/3/16 16-0031 1130 Madison St.
 Synopsis: The victim was engaged in a physical altercation with another female (pre-arraigned) when shots were fired. The victim was struck several times. The victim is uncooperative.

Handgun - 1/3/16 16-0031 Hillman and Merryman
 Synopsis - Officers investigating the shooting call at 1130 Madison received info referencing a vehicle leaving the location. During the subsequent stop, a Walther 9mm Handgun was located.

Homicide - 1/30/16 16-0391 713 Newtowne Dr.
 Synopsis: The victim was in the stairwell of 713 Newtowne Dr. when two armed gunman opened fire on him. The victim sustained two GSW's and succumbed to his injuries. A warrant was issued for one suspect.

16-0069 Found Handgun at 111 Dogwood Rd. Georgetown East Elementary
 School Staff found a Ruger 6 shot revolver chambered for 9mm ammo. It was found fully loaded and partially underneath a trash dumpster beside the school. The school cameras were not functional due to construction. The firearm was registered to an individual that died in 2009. The handgun may have been reported stolen to Anne Arundel County in March of 2015. Investigation continues.

16-0089 Robbery -On Thursday, 1/07/16 at approximately 1433hrs, officers responded to the area of Great Bay Avenue and Atwater Drive for an assault. Upon arrival they located the victim sitting on the sidewalk suffering from a head injury. Investigation found that the victim was walking home from the school bus(which dropped him off at Belle Drive and Atwater Road) when he encounter 6-7 males walking from Great Bay Avenue towards Atwater Drive. The suspect described as a tall male wearing a grey sweater "fist pumped him" and said "wassup my mans", then punched the victim in the back of the head as he was walking away after the fist pump. The victim was knocked out from the punch. It was discovered during questioning that one of the subjects stole the victim's' red Samsung Galaxy S4. (Intel was notified and are currently working on the location of the phone). AFD was on scene and transported Perez to the hospital for treatment of his injuries. An arrest was made.

Building Activity

- **Annapolis Transportation Department (308 Chinquapin Round Rd -#BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. No inspections since 11/4/15.
- **Annapolis Yacht Club (2 Compromise St - #BLD15-0840)** – Permit issued 1/8/16 to stabilize building due to fire damage.
- **Annapolis Yacht Club (2 Compromise St - #DEM15-0043)** – Permit issued 1/8/16 demolish fire damage.
- **Bay Area Christian Counseling (102 Solomons Island Road, #202-#BLD15-0573)** Permit issued 9/28/15 for tenant fit-out. Finaled 2/1/16.
- **Brown's Salon & Spa – (15 West Street- #BLD15-0584)** Permit issued 12/10/15 for interior alterations for new tenant. No inspections to date.
- **Celebree Learning Center (504 S. Cherry Grove Avenue - #GRD13-0041)** Permit issued 3/19/14 for grading for new commercial building. Bond reduction inspection of 1/16/15 failed as plantings were not installed. No change.
- **Chart House Restaurant (300 Second Street - #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. Last Progress inspection done 5/11/15. No change.
- **Chart House Restaurant (300 Second Street - #BLD14-0312)** Phase II alterations. Last inspection 4/8/15. No change. Progress inspection passed 1/27/16.
- **City Dock (#GRD15-0033)** Permit issued 10/27/15 for bulkhead replacement. Inspection done 11/2/15 but no work has started yet. No change.
- **Criswell Audi Building (#GRD15-0011 –1833 West Street)** Permit issued 10/2/15 for grading for new commercial building. Job is continuing to progress.

- **Criswell Audi Building (1833 West Street- (#BLD15-0204)** Permit issued 10/2/15 for new commercial building. Contractor preparing to begin steel installation.
- **Dr. Dan Sandel Surgical Center (104 Ridgely Avenue, Suite 301 - #BLD15-0080)**-Permit issued 7/20/15 for interior alterations. Progress inspection 12/11/15. Job should begin early 2016.
- **Eastport Elementary School (420 Fifth Street - #GRD15-0015)** Grading permit issued 9/3/15 for addition. Site inspection of 1/25/16 passed.
- **Eastport Elementary School (420 Fifth Street - #BLD15-0196)** Permit issued 9/3/15 for Kindergarten addition. Slab inspection of 1/22/16 passed.
- **Georgetown East Elementary School (111 Dogwood Road - #GRD15-0031)** Grading permit issued 9/11/15 for addition. Site inspection of 1/26/16 passed.
- **Georgetown East Elementary School (111 Dogwood Road - #BLD14-0783)** Permit issued 9/11/15 for Kindergarten addition. Job is progressing.
- **Georgetown East Elementary School (111 Dogwood Road - #BLD15-0602)** Permit issued 12/02/15 for renovations to Administrative Offices. No inspections to date.
- **Governor Calvert House (58 State Circle- #BLD15-0155 & BLD15-0156)** Permit issued 6/4/15 for interior renovations to rooms and public spaces. Close to final.
- **Lighthouse Bistro (202 West St - #BLD15-0215)** Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. No inspections to date.
- **Maynard Burgess House (163 Duke of Gloucester St - #BLD13-0538)** Permit issued for exterior repairs 11/12/14. No inspections to date.
- **Mission Barbecue (142 Dock Street- #BLD15-0816)** Permit issued for demolition, structural bracing & roofing.
- **Mission Escape Rooms (40 West St - #BLD15-0849)** Permit issued 1/15/16 for tenant fit-out.
- **Osteria (177 Main Street #BLD12-0932)** Permit issued 4/10/13 to add seating in basement. Has major plumbing issues. DNEP forwarded letter to Owner to either schedule final or renew expired permit. New architect working on revised plans. A new grease interceptor is being planned as part of a future bar renovation. No inspections requested since January 2015.
- **The Read Bean (220-222 Main St- #BLD15-0585)** Permit issued 11/17/15 for interior alterations for new coffee and ice cream shop. Fire stopping inspection 1/13/2016.
- **The Rice Workshop (138 Main St - #BLD15-0609)** Permit issued 01/28/16 for new restaurant.
- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/31/15 failed. Site needs to be stabilized.

- **Rocky Gorge (Aris T. Allen Blvd -#BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.
- **Sailor Oyster Bar (196 West Street- #BLD15-0744)** Permit issued 01/13/16 for new restaurant.
- **Taco Bell (1803 West St- #BLD15-0531)** Permit issued 10/8/15 for new fast food restaurant. Need to file for a hood and duct permit.
- **The Children's Guild (2000 Capital Drive - #DEM15-0042)** Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. Some permits finalized. Some townhouses are under construction. Quite a few have been finalized. Job is progressing.
- **West Annapolis Elementary School (210 Annapolis Street- #BLD14-0293)** Permit issued 12/12/14 for addition and alterations. Last inspection of 1/28/2016 passed. Job is progressing.
- **West Annapolis Elementary School (210 Annapolis Street- #GRD14-0016)** Permit issued 12/12/14 for grading for addition. They need to repair their silt fence.
- **York Flowers (420 Chinquapin Round Rd, #1C- #BLD15-0599)** Permit issued 11/18/15 for tenant fit out. Permit finalized 1/8/16.
- **1401 Forest Drive – New Car Wash (#BLD15-0552)** Permit issued 12/10/15. Footing inspections passed 1/14/16.
- **1801 West Street, #104 (#BLD15-0608)** Permit issued 11/10/15 for alterations for new auto repair shop. Progress inspection passed 1/26/16.
- **505 Oaklawn Avenue (#GRD13-0019)** Permit issued for 3/13/14 for grading associated with subdivision. Job is progressing.
- **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.

Planning Activity

Comprehensive Planning

- Began Annapolis Yacht Club Traffic Impact Study
- Jan. 14: Attended BRTB annual meeting to begin considering budget
- Continued work on Eastport Traffic Study

- Jan. 15: Attended working group for FY17 Capital Improvement Project
- Continued work on Upper West Street Sector Study

Current Planning

Monthly News/New Projects:

- Subdivision (SUB2016-001) for Robert Shoemaker, for the purpose plating a 3 ft. annex portion of an adjacent 6 ft. path into parcel 739, thus creating one fee-simple parcel known as parcel R739, located at 515 Horn Point Dr.,
- Variance (VAR2016-002) for George Chapplelear, for a reduction in both the side yard and waterway yard setbacks to construct a new single-family dwelling, located at 7057 Bay Front Dr.,
- Zoning Text Amendment (ZTA2016-001) for the purpose of updating and amending Chapter 21.56 of the Annapolis City Code to simplify and recognize that Chapter for ease of use, to clarify processes, to remove obsolete language, to include substantive changes; and matters generally relating to Chapter 21.56,
- Zoning Text Amendment (ZTA2016-002) for the purpose of amending Chapter 7.40 to provide for the regulation of peddlers, hawkers, and itinerant merchants within the City,
- Site Design Plan Review (SDP2016-001) for Andre Bryant Trustee, to allow a screen porch addition and a bedroom addition to the rear of an existing single-family dwelling within the R2-NC zoning district, located at 606 Second St.,
- Site Design Plan Review (SDP2016-002) for Sandra Rosswork, to demolish and replace an existing detached garage within the R2-NC zoning district, located at 511 Chesapeake Ave.,
- Variance (VAR2016-003) for Andre Bryant Trustee, for a 10' reduction of the 30' rear yard setback in order to construct a screen porch addition, located at 606 Second St.,
- Variance (VAR2016-004) for Jeffrey Donnelly, for reduction to the average waterway yard setback to permit the demolition of portions of the existing single-family dwelling and the redevelopment of said dwelling closer the water, located at 1 Severn Ave.,
- Variance (VAR2016-005) for Sarah Wood Tator, to allow disturbance on steel slopes within the Critical Area to allow the construction of a new single-family dwelling, located at Old Crossing Ln., Lot 1,
- Variance (VAR2016-006) for Regina Vasan, to allow increase to the bulk portion of the existing structure which is currently nonconforming to the corner-side yard setback, located at 2 Alden Ln.,

Major Planned Actions

- Planning Commission, February 4, 2016:

Public Hearings and Deliberations:

New Business:

1. R-1-16 Comprehensive Maritime Review: a resolution to endorse conducting a comprehensive economic and zoning review of all maritime zones,
2. ZTA2016-002 Zoning Text Amendment: O-8-16, for the purpose of amending section 21.64.600 to allow hawker, peddler and itinerant merchant sales as an allowed temporary use pursuant to Chapter 7.40 of the City Code,
3. ZTA2014-001 Zoning Text Amendment: O-7-16, for the purpose of updating and amending Chapter 21.56 of the Annapolis City Code to simplify and reorganize that Chapter for ease of use, to clarify processes, to remove obsolete language, to include substantive changes; and matters generally relating to Chapter 21.56.

Board of Appeals, February 2, 2016:

Public Hearings and Deliberations:

1. SE2015-004 – Special Exception application with Site Design Review and Adequate Public Facilities Review regarding the establishment of “Chinquapin Self Storage”, which proposal includes a 106,750 square foot, 4-story mixed-use structure containing 101,500 square feet of self-storage facility and 5,250 square feet of first floor retail space, on properties located at 1829 George Avenue.

Community Development

Community Development Block Grant

Completed amendment to FY 2016 CDBG Action Plan. Amendment includes allocating approximately \$100,000 in Program Income to provide additional funds to the following projects: Light House Shelter Permanent Supportive Housing: \$35,000, Program Administration: \$49,530, Blessed In Tech: \$1,037, Center of Help: \$5,444, Light House Shelter: \$3,370, OIC: \$4,666, Restoration Community Development Corporation: \$2,748 Samaritan House: \$2,072. Staff performed routine grant administrative duties such as processing requests for payment, overseeing housing rehabilitation program, entering information into IDIS, etc.

Continued updating and creating Certificates of Satisfaction for those housing rehabilitation program participants who have continued to live in their homes for 15 years. The term of the lien placed on the property for the home improvement mortgage expires after 15 years.

Homeless

Prepared documents for the \$112,000 in Emergency Solutions Grant (ESG) funds grant award for operations expenses for Light House Emergency Homeless Shelter. DHCD awards these funds annually by DHCD based on a statewide competition of ESG non-entitlement jurisdictions.

Attended the Homeless Partnership leadership meeting. Issues discussed included gathering data to determine the homeless youth problem in the county and city.

MPDU Program

Boucher Place lowered the price of its three two-bedroom town homes to \$169,900. Notified Mayor's Office, HR, ACDS, Community Action and the Naval Academy.

Historic Preservation

- 9 Administrative applications were reviewed, approved and issued by staff.
Total estimated costs of approved applications -
Private - \$138,453.00
Public - \$0

- 2 Public Hearing approval issued.
 Total estimated costs of approved applications -
 Private - \$6,476.00
 Public - \$0

Account Name	Allocated	Expended	Current Balance
Annapolis in Bloom	\$20,000.00	\$20,000.00	\$0.00
Arts & Entertainment Dist.	\$15,000.00	\$3,750.00	\$11,250.00
Heritage Commission	\$5,000.00	\$100.00	\$4,900.00
Downtown Annap. Prtnrshp.	\$50,000.00	\$25,860.20	\$24,139.80
Annapolis Lndmrk. 50 th Anniv.	\$35,000.00	\$13,811.21	\$21,188.79
HPC Consultants	\$15,000.00	\$0.00	\$15,000.00
Cultural Landscape Survey	\$100,000.00	\$64,493.00	\$34,345.28
DNR Grant	\$46,388.00	\$45,062.87	\$1,325.13

Economic Development

Business-support guidance and outreach efforts to retain and attract businesses

- Assisted 20 businesses directly, including startups, several with retention/expansion issues, and some with development-shepherding concerns
- Participated in 40 meetings and events with city departments and business support organizations to:
 - Plan events to increase City's small- and technology-business base
 - Prepare to conduct four economic-related studies (all of which are partially or fully grant-supported): Comprehensive Maritime; PAL Economic/Land Use Inventory/Analysis, Heritage Assessment and Market Impact of a proposed development
 - Improve City's collaborative efforts with other business-organization leader's goals, especially the Annapolis Partnership's new Executive Director
 - Ensure that the economic impact of the City's Historic/Heritage assets is quantified and promoted
 - Review Market Space loading zone issues and consider best solutions
 - Identify actions for implementing a smoother, faster, more consistent permitting process
 - Understand how to best incorporate future sea-level rise predictions into strategies that will protect affected businesses

Other economic development activities

- Reviewed and suggest changes for legislation: Itinerant Merchant, HPC and Comprehensive Maritime Study

- Completed development of a Draft Economic Development Strategic Action Plan, submitted it to several economic development reviewers for initial comments, revised it based on suggestions, and submitted it to Mayor's Office

Recreation and Parks

Recreation

- Get Smart Club (after school homework program) continues at Stanton Center and Annapolis Walk.
- Friday Night Out, STAIR and Literacy Counts, DAFINA and Stem Academy, ZSYBL basketball league and 8-U Instructional Basketball League and Clinic, all continue at the Stanton Center.
- "Friends of the Stanton Center Youth Programs" had a successful fund raiser at Luna Blu on Jan. 31st.
- 10 girls who attend the DAFINA program went to see "Cinderella" at MD Hall on Jan. 30th.
- Pip Moyer Recreation Center (PMRC) fitness classes had 1,673 participants during January
- PMRC Youth Basketball season began in January - 41 teams registered.
- January marked the beginning of the 12 week dance classes, which will culminate with a Recital at Maryland Hall in May.
- A "Walk Parole" event is being planned for March 19th as part of the 100 year Anniversary of Parole, working on the walk ability of that area, creating a mileage map to encourage citizens to walk Parole.
- Staff is working on a Bike rodeo for Healthy Anne Arundel Month in April. Partners include Anne Arundel County Rec & Parks, Annapolis Police and AAA Bike.

Parks

- The Park Maintenance staff removed snow from snowstorm "JONAS" from 22 Jan 2016 to 29 Jan 2016.
- Staff took delivery of the John Deere Gator thanks to a State Highway Grant.
- The Parks Maintenance staff supported the Martin Luther King Day Parade, supplying tables and chairs for the parade.
- The Department has begun to promote and hold an organization meeting for the 25th Annual GreenScape, which will be held in April 2016.
- The Arts in Public Places Commission (AIPPC) voted to support the Blue Sheep project. The Blue Sheep Project is an accumulation of blue sheep sculptures, which will be temporarily displayed at the City Dock area.
- The AIPPC also voted to continue Ellen Moyer as Chair and Leonard Koscianski as Vice Chair until July 1, 2016.
- A minor heating problem in the PMRC Auxiliary Gym was repaired.
- The PMRC walking/jogging track was patched near the track entrance to repair minor tear holes.
- Staff is developing a Customer Service Training Program to be implemented throughout the Department.
- The Department's Facebook followers grew 11.25% in 2015 and Twitter followers grew 29.5% in 2015.

Harbormaster

- Our Pumpout Boat DAHLGREN has been repaired and returned home to Annapolis. It arrived on the afternoon of January 19th. The Warranty repairs are completed and the “Loaner Pumpout Boat” has been safely returned to the boat builder.
- Due to the various construction projects available docking space has been reduced to only ten slips.
- Boat Show leases for Spring 2017, Spring 2018 and Spring 2019 have been presented to the City Council and passed First Reader.
- Murtech Marine executed a contract for our grant funded (87.5%) Mooring improvement project in November. The government supplied equipment has been received. Construction is expected to begin in early March and complete by the end of April, 2016.
- An invitation for bids (IFB-16-18) was issued by Central Purchasing in January (Bids due 23 February) to install all new chain, shackles and pendants on the 48 older Helix Moorings. This project is 100% Grant Funded by the Maryland Department of Natural Resources, Waterways Improvement Fund.
- At the completion of these two projects there will be seventy-six shiny new, or newly refurbished moorings for the boating public. There will be fifty six (56) moorings for boats up to fifty five feet (55') long and twenty (20) moorings for boats up to thirty five feet (35') long...
- The Board of Port Wardens met on January 26th and processed eleven (11) applications to build piers, bulkheads, boat-lifts and approved the Temporary Permit for the Spring Boat Show to be held in April of this year. The next scheduled meeting of the Board of Port Wardens is on Tuesday February 23rd.
- The Maritime Advisory Board met on January 16th and reviewed the Annapolis Yacht Club Fire, evaluated recommendations for docking and mooring fees; and, discussed between two, up to four new members for the board. Election of officers was deferred due to the absence of current Chairman Tarry Lomax. The next scheduled meeting of the Maritime Advisory Board is on Tuesday February 16th.

Transportation

Monthly News

FY 2017 Transit Grant Application

Transportation staff is preparing the Annual Transportation Plan (ATP) for FY 2017 to be submitted to MTA in March 2016. The filing of the ATP must be approved by the City Council through a City Council Resolution.

The Maryland Transit Administration (MTA) administers grants for public transportation projects and programs throughout the State. These grants fall into three categories – transit operating assistance (for both fixed routes and ADA complementary paratransit), capital assistance (for the procurement and maintenance of vehicles and equipment), and technical assistance (for things such as transit development planning). These grants are applied for through an Annual Transportation Plan (ATP).

Activity Report

Parking

Table 1a. Parking Garages – Revenue and Vehicles Parked, January 2016

Garage/Lot	Revenue	Vehicles Parked
Gotts	\$124,463.31	11,880
Hillman	\$160,688.19	13,546
Knighton	\$29,870.59	3,326
Park Place	\$92,936.38	5,831
South Street Lot	\$9,527.59	991
Larkin Street Lot	\$11,264.95	50
Total	\$428,751.01	35,624

Table 1b. On-Street Parking, January 2016

Citations	1,269
Revenues	47,013

Transit Operations

A. Transit Services for Special Events/Emergencies

A total of eight (8) hours of transit services were provided for the Martin Luther King Jr. parade. No fare was collected.

B. January 2016 Ridership and Farebox Revenue

Total ridership in January 2016 was 28,622, down by 33.39% compared to January 2015 (Table 2). System-wide, this is the 13th consecutive month of significant reductions in ridership since the implementation of service reductions in November 2014.

Table 2. January 2016 Unlinked Passenger Trips

Route	January 2016	January 2015	% Change
Red	3,962	5,511	-28.11%
Yellow	1,760	2,435	-27.72%
Green	5,381	7,869	-31.62%

Orange	1,415	1,682	-15.87%
Gold	1,649	2,684	-38.56%
Brown	4,429	8,696	-49.07%
Purple	3,009	2,748	9.50%
Circulator	1,778	3,788	-53.06%
State Shuttle	4,923	7,140	-31.05%
Paratransit	316	415	-23.86%
Total	28,622	42,968	-33.39%

Table 3. January 2016 Farebox Revenue

Route	January 2016	January 2015	% Change
Red	\$5,398	\$7,006	-22.95%
Yellow	\$1,307	\$1,433	-8.79%
Green	\$8,127	\$9,399	-13.53%
Orange	\$1,730	\$2,457	-29.59%
Gold	\$1,924	\$2,899	-33.63%
Brown	\$7,252	\$6,816	6.40%
Purple	\$2,919	\$2,738	6.61%
Circulator	\$1,654	\$3,164	0.00%
State Shuttle**	\$557	\$1,281	-56.52%
Paratransit	\$560	\$559	0.18%
Total	\$31,428	\$37,752	-16.75%

**Excludes fares from State employees

Overtime and Leave (sick, vacation personal) Hours

Overtime is mainly a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period December 31, 2015 through January 27, 2016.

Parking Enforcement Officers & Parking Meter Technicians

Overtime:	2.5 hours
Leave (sick, vacation and personal, etc):	174 hours

Transit Vehicle Operations – Bus Operators only

Overtime:	220.5 hours
Leave (sick, vacation and personal, etc):	531.5 hours

Transit Supervision

Overtime:	126 hours
Leave (sick, vacation and personal, etc):	80 hours

Vehicle Maintenance

Overtime	38.75 hours
Leave (sick, vacation and personal, etc):	12 hours